

AUGUST	Part - B	Unit 3 - Digital Documentation Topic - Getting Started with a Word Processor Topic - Features of Word Processors Topic - Word processing applications	Student will be able to know about digital Documentation	Practical in Lab- Working with open, close, save and format text in document.	Student will be able to know about digital Documentation	
		Unit 3 - Digital Documentation Topic - Introduction to LibreOffice Topic - Getting started with LibreOffice Writer word processor Topic - Parts of a Writer Window Topic - Creating a document in LibreOffice Writer Topic - Saving a document in LibreOffice Writer	To make students ware about LibreOffice Writer and how to work in it	Practical in Lab	Student can change document views, start a new document, open an existing document, save a document, close a document.	
		Unit 3 - Digital Documentation Topic - Text editing – Undo and Redo Topic - Moving and copying text Topic - Copy and Paste Topic - Selecting text Topic - Selection criteria Topic -Selecting non-consecutive text items Topic -Selecting a vertical block of text Topic -Find and replace option Topic -Jumping to the page number Topic -Non-printing characters Topic -Checking spelling and grammar Topic -Using Synonyms and Thesaurus	To make students ware about editing features of LibreOffice Writer and how to use them	Practical in Lab	Student can apply text editing features such as undo and redo option, select, cut, copy, paste, and move text. They can select non-consecutive text items, vertical block of text, search and replace text in a document, jump to the given page number in a document, insert non-printing characters in a document, apply Spelling and grammar option of document, use of Synonyms and Thesaurus	
	Part - B	Unit 3 - Digital Documentation Topic -Page style dialog Topic -Formatting text – Removing manual formatting, Common text formatting, Changing text case, Superscript and Subscript	To make students aware about formatting text features of LibreOffice Writer and how to use them	Practical in Lab	Student will be able to format the document	
		Unit 3 - Digital Documentation Topic - Introduction to Formatting paragraph Topic - Indenting paragraphs Topic -Aligning paragraphs Topic - Font colour, highlighting, and background colour Topic - Using bullets and numbering Topic - Assigning colour, border and background to paragraph	To make students aware about formatting paragraph features of LibreOffice Writer and how to use them	Practical in Lab	Student can use paragraph formatting tools by own	
		Unit 3 - Digital Documentation Topic - Introduction to Page formatting Topic - Setting up basic page layout using styles Topic - Inserting page break Topic - Creating header/footer and page numbers	To make students aware about page formatting features of LibreOffice Writer and how to use them	Practical in Lab	Students will demonstrate the page formatting such as set up basic page layout using styles, inserting page break, creating header/footer and page numbers	
	Part - B	Unit 3 - Digital Documentation Topic - Defining borders and backgrounds Topic - Inserting images shapes, special characters in a document Topic - Dividing page into columns Topic - Formatting the shape or image	To make students aware about page formatting features of LibreOffice Writer and how to use them	Practical in Lab	Students will able to define borders and backgrounds in their document. Also they able to insert or format images, shapes, special characters in a document.	
		Unit 3 - Digital Documentation Topic - Creating table in Word Processor Topic - Inserting row and column in a table Topic - Deleting rows and columns Topic - Splitting and merging tables Topic - Deleting a table Topic - Copying a table Topic - Moving a table	To make students aware about creation of table and various tools related to tables	Practical in Lab	Student will be able to know about creation and formation of tables	
		Unit 3 - Digital Documentation Topic - Printing options in Word Processor Topic - Print preview Topic - Controlling printing Topic - Printing all pages, single and multiple pages	To make students learn about printing and options associated with it	Practical in Lab	Student will be able to know about adding and preview their documents	
	Part - B	Unit 3 - Digital Documentation Topic - Introduction to mail merge Topic - Concept of data source for mail merge	To get students acquire about the concept of Mail Merge.	Lecture method Practical in Lab	Students can mail merge	
		Revision of Unit 1 - Introduction to IT & ITeS industry and Unit 3 - Digital Documentation	Student will be able to know about practical question know about practical question	Practical in Lab-Working on MS word.	Student will be able to know about practical question	
	SEPTEMBER	TERM I EXAMINATION				
	OCTOBER	Part - A	Unit 4 - Entrepreneurial Skills - I Topic - Introduction to self management Topic - Types of Business based on their activity	Student will be able to know about entrepreneur skills	Practical in Lab – Listing the types of businesses based on their activity. Listing the types of business entities in India based on their Ownership.	Student will be able to know about entrepreneur skills
Unit 4 - Entrepreneurial Skills - I Topic - Development of Entrepreneurship Topic - Roles and Rewards of Entrepreneurship			Student will be able to know about roles and rewards of entrepreneurship	VIR- Group discussion of self – qualities that students feel are needed to become successful entrepreneur.	Student will be able to know about roles and rewards of entrepreneurship	

OCTOBER	Part - B	Unit 4 - Electronic Spreadsheet Topic - Create a Spreadsheet Topic - Introduction to spreadsheet application Topic - Starting a spreadsheet Topic - Parts of a spreadsheet Topic - Rows and Columns, Cell and Cell Address Topic - Range of cells – column range, row range, row and column range	Student will be able to know about electronic spreadsheet	Practical in Lab- Start the spreadsheet, Identify the rows number, column number, cell address, Demonstrate to enter the text, numeric data in a cell, Construct the formula using mathematical operators	Student will be able to know about electronic spreadsheet
		Unit 4 - Electronic Spreadsheet Topic - Apply formula and functions in spreadsheet Topic - Different types of data Topic - Entering data – Label, Values, Formula Topic - Formula, how to enter formula, Topic - Mathematical operators used in formulae. Topic - Simple calculations using values and operators, Topic - Formulae with cell addresses and operators, Topic - Commonly used basic functions in a spreadsheet – SUM, AVERAGE, MAX, MIN, Count Topic - Use of functions to do calculations.	To make students learn formulas and basic functions to do calculations	Practical in Lab	Students will apply mathematical operators and do calculations by own
NOVEMBER	Part - B	Unit 4 - ELECTRONIC SPREADSHEET 3. Format data in the spreadsheet Topic - Formatting tool Topic - Use of dialog boxes to format values Topic - Formatting a range of cells with decimal places Topic - Formatting a range of cells to be seen as labels Topic - Formatting of a cell range as scientific Topic - Formatting a range of cells to display times Topic - Formatting alignment of a cell range Topic - Speeding up data entry using the fill handle Topic - Uses of fill handle to copy formula	Student will be able to know about create and format in electronic spreadsheet	Practical in Lab - Demonstrate to use of dialog boxes to format values. Copy formula by dragging the Formula using fill handle.	Student will be able to know about formatting data in spreadsheet
		Unit 4 - ELECTRONIC SPREADSHEET Topic - Understand and apply referencing Topic - Concept of referencing Topic - Relative referencing Topic - Mixed referencing Topic - Absolute referencing	To make students aware about various types of referencing	Lecture method and practical in lab	Student will be able to know about referencing
		REVISION	Student will be able to know about doubts	Practical in Lab- Electronic Spreadsheet	Student will be able to know about doubts
DECEMBER	Part - A	Unit 5 - Green Skills - I Topic - Introduction to Environment Topic - Introduction to Ecosystem	Student will be able to know about Green skills	VIR - Identify the problem related to sustainable development in the community.	Student will be able to know about Green skills
		Unit 5 - Green Skills - I Topic - Types of Environments Topic - Types of Ecosystems Topic - Factors of influence Ecosystems	Student will be able to know about Environments	Lecture method	Student will be able to know about Ecosystem
		Unit 5 - Green Skills - I Topic - Introduction to Green Economy Topic - Introduction to Green Skills	Student will be able to know about green economy	Practical in Lab- Discussion about the career options in environment sectors.	Student will be able to know about green economy
	Part - B	Unit 5 - Digital Presentation Topic - Understand features of an effective presentation Topic - Create a presentation	Student will be able to know about digital presentations	Practical in Lab	Student will be able to know about creating digital presentation effectively
		Unit 5 - Digital Presentation Topic - Work with slides Topic - Inserting new slides Topic - Slide layout	Student will be able to know about slides in digital presentations	Practical in Lab	Student can add different layout slides in their presentation
		Unit 5 - Digital Presentation Topic - Copying and moving slides Topic - Deleting and renaming slides Topic - Copying, moving and deleting contents of slide Topic - View a presentation	Student will be able to know about copy and delete in digital presentations	Practical in Lab	Student will be able to know about copy and delete in digital presentations
		Unit 5 - Digital Presentation Topic - Format text and apply animations Topic - Create and use tables Topic - Insert and format image in presentation	Student will be able to know about format and create in digital presentations	Practical in Lab	Student will be able to know about format text and animations in digital presentations
REVISION		Student will be able to know about practical question	Practical in Lab- Digital Presentation	Student will be able to know about practical question	
JANUARY	Revision for AE	Student will be able to know about theory question	Tests, Sample Question Paper discussions in class, Self-question making by students for better concept clarity	Students will achieve success in examination	
FEBRUARY	Revision for AE				
MARCH	ANNUAL EXAMINATION				